



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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September 21, 2022

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 21-I:56 I, Reclassification of Positions, the Division of Personnel, Department of Administrative Services requests waiver approval of the attached classification decisions effective upon Governor and Executive Council action. Funding associated with each decision is detailed on the reclassification waiver.

EXPLANATION

RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

Attached please find the classification decisions reached by the Classification Section of the Division of Personnel. RSA 21-I:42 II, provides the responsibility to the Division of Personnel to prepare, maintain and periodically revise a position classification plan for all positions in the classified service, based upon similarity of duties performed and responsibilities assumed, so that the same qualifications may reasonably be required for, and the same schedule of pay may equitably be applied to, all positions in the same classification. In addition, RSA 21-I:42 III, states that the Division of Personnel shall be responsible for allocating the position of every employee in the classified service to one of the classifications in the classification plan.

The change in position allocation or classification for vacant positions under RSA 21-I:56 I, shall be effective upon approval by the Governor and Executive Council. For filled positions with a current incumbent, Personnel Rule 303.04 Response of Director, mandates that the effective date of the change in position allocation or classification shall be the first day of the pay period immediately following the written response made by the Director of Personnel. In cases where this rule applies, Governor and Executive Council action is requested retroactive to the date specified for that position.

A thorough analysis of the proposed change specific to each position, both within their respective agency, as well as within the state classification system, has been completed by the Division of Personnel classification staff. A waiver is respectfully requested to proceed with the classification process.

Respectfully Submitted,

Lorrie A. Rudis
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 21, 2022

Reclassification Request:

- The Department of Transportation requests the reclassification of vacant position #21641, Toll Attendant I, Labor Grade 9, A130 to an Administrator II, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective Upon G&C Approval.

Rationale for Decision:

- The Department of Transportation is requesting to reclassify this vacant position to an Administrator II in the Bureau of Human Resources to oversee the Department's workplace investigations involving complaints and allegations of employee misconduct to determine whether a violation of policy has occurred and in compliance with Department and State policies, Administrative Rules, Collective Bargaining Agreements and State and Federal laws.
- The Administrator II will serve as the first point of contact for employees and management who are seeking expert guidance on employee relations matters such as harassment, discrimination, retaliation and misconduct, ensure fair and impartial investigation processes and recommend corrective action(s) when required.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Transportation proposed organizational structure.

Funding Summary

1. This position is a 94% Federal Funded position.
This position is a 6% Other Funded position.
2. Budgetary number/string 04-96-96-960315-30170000-010.
3. Anticipated date of hire is: 10/7/2022 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$66,058
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$38,966	Salary	\$64,274
Benefits	<u>\$20,547</u>	Benefits	<u>\$34,813</u>
Total	\$59,513	Total	\$99,087

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 21, 2022

Reclassification Request:

- The New Hampshire Veterans Home requests the reclassification of vacant position #19483, Payroll Officer I, Labor Grade 14, A000 to a Human Resources Technician, Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Human Resources Technician, Labor Grade 17, A000 effective Upon G&C Approval.

Rationale for Decision:

- The NH Veterans Home is requesting to reclassify this vacant position to a Human Resources Technician in the Human Resources Department to more effectively focus on a more robust recruitment effort, college outreach and development of community networking and develop a more effective talent acquisition network.
- The HR Technician will provide technical and administrative support in the development and implementation of recruitment and hiring processes for New Hampshire Veterans Home and assist the Human Resources Director and Department with the coordination of activities related to personnel, special projects, and new staffing initiatives.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the New Hampshire Veterans Home proposed organizational structure.

Funding Summary

1. This position is a 29% General Funded position.
This position is a 39% Federal Funded position.
This position is a 32% Other Funded position.
2. Budgetary number/string 05-43-43-430010-53590000-010.
3. Anticipated date of hire is: 10/07/2022 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$45,506
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$50,858	Salary	\$39,042
Benefits	<u>\$44,460</u>	Benefits	<u>\$29,217</u>
Total	\$95,318	Total	\$68,259

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 21, 2022

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #14737, Nurse Specialist-Public Health, Labor Grade 25, A000 to a Public Health Program Manager, Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Public Health Program Manager, Labor Grade 26, A000 effective Upon G&C Approval.

Rationale for Decision:

- The Department of Health and Human Services is requesting to reclassify this vacant position to a Public Health Program Manager to establish a COVID-19 Investigation Program within the Infectious Disease Prevention, Investigation and Care Services Section (IDPICSS) to provide continued management and sustainability of COVID-19 investigation activities.
- The Public Health Program Manager will supervise and coordinate case coordination, review, analyze and interpret epidemiology reports for consistent and accurate dissemination of statistical information, analyze and evaluate program policies and procedures and makes recommendations, and collaborate with state and local officials to coordinate investigation activities.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 49% General Funded position.
This position is a 51% Federal Funded position.
2. Budgetary number/string 05-95-90-901010-80110000-010.
3. Anticipated date of hire is: 10/7/2022 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$59,759
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$68,485	Salary	\$56,538
Benefits	<u>\$48,370</u>	Benefits	<u>\$33,098</u>
Total	\$116,855	Total	\$89,636

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: September 21, 2022

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #12444, Internal Auditor II, Labor Grade 21, A000 to a Program Specialist IV , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000, effective Upon G&C Approval.

Rationale for Decision:

- The Department of Health and Human Services is requesting to reclassify this vacant position to a Program Specialist IV in order to work with the Bureau of Program Integrity in developing and implementing internal controls to support their internal audit mission.
- The Program Specialist IV will evaluate Federal and State regulations, law, and standards for integration and compliance with Division policies, procedures, and operating standards within the Division of Health and Human Services.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 51% General Funded position.
This position is a 49% Federal Funded position.
2. Budgetary number/string 05-95-95-951010-79350000-010.
3. Anticipated date of hire is: 10/7/2022 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$57,827
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$42,785	Salary	\$54,169
Benefits	<u>\$30,048</u>	Benefits	<u>\$32,572</u>
Total	\$72,833	Total	\$86,741